CHINEHAM PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 14th October 2019
Time: 7.45pm
Place: Community Rooms, Chineham Village Hall, Thornhill Way, Chineham.
Present: Cllr. Andy Clarke Cllr. David Thornton (Chairman)
         Cllr. Les Fryer Cllr. Ginny Wright
         Cllr. Sue Fuller
         Cllr. Paul Miller Sally Jackson (Clerk)
         Cllr. Steve Oakley Julia Johnston (Asst. Clerk)

1. **To receive and accept apologies for absence.**

   Apologies were received and accepted from Cllrs. Adams and Giles and from Borough Cllr. Edwards.

2. **To sign as a correct record the minutes of the Full Council Meeting held on 9 September 2019.**

   The minutes of the Full Council meeting held on 9 September 2019 were signed as a correct record.

3. **To receive declarations of interest relevant to items on the agenda.**

   No declarations of interest were received.

4. **Public session.**

   There were no members of the public present.

5. **To receive reports from:**

   **Borough Councillor Paul Miller**

   Cllr. Miller informed members of the Parliamentary Petition by Maria Miller MP and supported by the Ward Councillors regarding the Post Office at the Chineham District Centre. The petition is available to sign at the Chineham One Stop shop, Christ Church and Sherfield Park Community Centre. Cllr. Miller advised that the developers of the Centre are aware that there is a definite need for a Post Office and are actively pursuing this. Cllr. Miller informed members that he had attended a recent meeting at Hampshire County Council (HCC) regarding a review of Basingstoke’s cycling strategy. This strategy once it has been updated will then be used by HCC to roll out across the county. He confirmed that it was a very productive meeting and that a cycling strategy and bicycle storage would be part of the Planning process going forward. He confirmed that this would have an impact on Chineham as the Parish already has a number of national cycle routes.

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Chairman
Borough Councillor Laura Edwards
Cllr. Edwards sent the following update: the Chineham Shopping Centre planning application has been submitted. The petition to find the Post Office a new home in the new centre is available to sign in Chineham One Stop. The planning application for 54B Reading Road (access via Catkin Close) has been recommended for approval and will be heard on Thursday 24 October.

County and Borough Councillor Elaine Still
No report received.

RRW
The report was received and noted (Appendix A). Cllr. Fryer noted the difference in trolley numbers from the previous month and Cllr. Wright confirmed that she had picked up some litter whilst out reviewing the bulb planting plan.

CVHMC
Cllr. Fryer informed members that Maria Miller MP and Borough Cllr. Edwards had recently participated in the wild flower seed planting at the Village Hall.

6. To consider the proposed removal by BT of the phone boxes on Tollway and Reading Road (deadline for responses to Basingstoke & Deane Borough Council – 25 October 2019).

The proposed removal by BT of the phone boxes on Tollway and Reading Road was considered and no objections were raised.

ACTION POINT: CLERK TO RESPOND TO BDBC BY 25/10/19

7. To note the current financial situation.

The current financial situation was noted (Appendix B). Cllr. Fryer informed members that the National Association of Local Councils (NALC) is currently considering a response to an Independent Review into Local Authority Audits including the work of External Auditors.

8. To authorise any requests for payment.

Cllr. Fryer proposed and Cllr. Oakley seconded the motion and it was unanimously agreed that the items for payment shown on the list below be authorised for payment, such sums to be debited to the account of the Parish Council.

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Chairman
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<th>(North Hampshire)</th>
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9. To note the Parish Council’s half year accounts (1.4.19-30.9.19).

The Parish Council’s half year accounts were noted. Cllr. Fryer noted that there is currently a £2400 surplus on the account but it was acknowledged that there are still a number of expenses to be paid including grass cutting undertaken by the Borough Council. Cllr. Fryer confirmed that the Parish Council’s accounts are on budget.

10. To note that the second quarter bank reconciliation and original bank statements have been signed and verified.

It was noted that Cllrs. Clarke and Oakley had verified the second quarter bank reconciliation and original bank statements and these had been signed by Cllr. Clarke.

11. To agree the Parish Council’s Risk Assessment document.

The Parish Council’s Risk Assessment document was reviewed and it was agreed to include items relating to the Community Orchard and the Parish Council website. Cllr. Clarke proposed and Cllr. Oakley seconded a motion and the updated Risk Assessment document was unanimously agreed.

**ACTION POINT: CLERK TO INCLUDE ORCHARD/WEBSITE IN DOCUMENT**

12. To note the minutes of the Recreation Committee Meeting held on 26 September 2019.

The minutes of the Recreation Committee Meeting held on 26 September 2019 were noted.

13. To receive an update from the Chair of the Recreation Committee.

Cllr. Fuller advised the following:

**Hanmore Road play area:** latest update is that work will begin at the end of October.

**Area behind the moat:** the Clerk has prepared an expression of interest form for a Local Infrastructure Fund (LIF) grant and this is now with Borough Officers for their input. If successful this would cover most of the costs of the two replacement bridges and some new seating.

**New seats along Petty’s Brook:** no new update.

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Chairman
Bulb Planting: Cllr. Wright and the Asst. Clerk had a site visit with the contractor last week and agreed the sites for bulb planting. The bulbs have now been ordered.

Allotments: the Chineham Allotment team (CAT) has painted the community shed at the site.

Cllr. Fryer informed members that the Chineham Village Hall Management Committee had been approached with a request to include more fitness equipment in the Village Hall field. Cllr. Fryer confirmed that the local resident had been directed towards the Petty’s Brook fitness trail.

14. To receive an update on the signage for the community orchard and to agree any next steps.

Councillors were advised that plans were progressing for a new lectern style notice board to be installed in the Community Orchard. The sign will give information about the different types of apple trees. The Recreation Committee Chair advised that the Recreation Committee had agreed on the type of sign which, combined with the cost of installation would be well within the allocated budget. She advised that planning permission might be required for the sign and if this was necessary, an application would be submitted in due course.

15. To note the minutes of the Planning Committee Meetings held on 9 and 23 September 2019.

The minutes of the Planning Committee Meetings held on 9 and 23 September 2019 were noted.

16. To receive an update from the Chair of the Planning Committee.

Cllr. Thornton advised members that the planning application relating to 54B Reading Road (access via Catkin Close) had been passed to the Development Control Committee at the Borough Council. Cllr. Thornton also advised members that the amended plans for the development of the Chineham District Centre had been submitted to the Borough Council and that the Parish Council’s Planning Committee would be considering their response at their meeting scheduled for 28 October 2019. He suggested that all Parish Councillors may wish to look at the amended plans.

17. To agree the Parish Council’s updated Financial Regulations

The Clerk confirmed that there had been no material changes to the Parish Council’s updated Financial Regulations. Cllr. Fryer proposed and Cllr. Miller seconded a motion and the Financial Regulations were unanimously agreed.

18. To consider the Parish Council’s continued membership of Country Watch.

Cllr. Thornton informed members of the history of this organisation regarding the protection of the Lyde and Loddon valleys and confirmed that currently it is trying to obtain new members to take it forward. Cllr. Thornton suggested that the upcoming updates to the Local Plan and the Strategic Housing and Economic Land Availability Assessment (SHELAA) might produce some formal responses from the organisation. He will provide a further update if and when another meeting is held. Following a discussion, it was agreed that an agenda item would be on the January 2020 agenda to review the situation.

Chairman
ACTION POINT: CLERK TO PUT AN ITEM ON THE JANUARY 2020 AGENDA

19. To consider the updates in the Public Sector Bodies Accessibility Regulations 2018 regarding the accessibility of the Parish Council’s website and to agree any next steps (deadline for compliance 23 September 2020).

Cllr. Fryer advised members that he had read the Public Sector Bodies Accessibility Regulations 2018 and that in his opinion the Parish Council isn’t required to make all of the changes to their website if the cost to the organisation is prohibitive. The Clerks confirmed that it is their understanding that the Parish Council is required to publish an accessibility statement on the website by September 2020 regarding compliance with the Regulations. Following a discussion the following action points were agreed:

ACTION POINTS: CLERK TO INCLUDE ITEM ON MARCH 2020 AGENDA/CLERK TO CONTACT HALC TO MORE FULLY UNDERSTAND THE IMPLICATIONS OF THE REGULATION/CLERKS TO MAKE MINOR AMENDMENTS TO THE PARISH COUNCIL WEBSITE PRIOR TO MARCH 2020/CLLR. MILLER TO LIAISE WITH BDBC (I.T. DEPT.) REGARDING THEIR COMPLIANCE WITH THE ACCESSIBILITY REGULATIONS

20. To confirm the date of the next meeting of Chineham Parish Council – 11 November 2019.

The next Full Council Meeting will be held on 11 November 2019 at 7.45pm. The Clerk advised members that the Parish Council has been approached by the newly appointed Village Agent for Age Concern who would like to come along and make a presentation to Parish Councillors.

21. To consider an email from Basingstoke & Deane Borough Council containing sensitive information regarding protocols.

The entry in the minutes relating to this agenda item is confidential.

22. To agree the staff salaries.

The entry in the minutes relating to this agenda item is confidential.

The meeting closed at 8.50pm.

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Chairman
Appendix A

September 2019 RRW monthly summary

- Trolleys: 4 (37) (reported to Trolleywise).

- BDBC Grounds Maintenance team have been out & about & have cleared a lot of overgrown areas e.g. Thornhill Way. An area on Thornhill Way between Juniper & Saffron Close has been missed (reported to BDBC – Grounds Maintenance team).

- Trip hazard: unearthed empty cable sleeve Lillymill Chine (reported to BDBC – Grounds Maintenance team).

- Rotten footbridge: on path through woods towards Richard’s Field (reported to BDBC – Grounds Maintenance team).

- Broken post & rail fencing: Thornhill Way near to the bus stop at Fennel Close (reported to BDBC – Grounds Maintenance team).

- Litter: attended Tollhouse Meadow following a report from Cllr. Adams.

- Noticeboards: these have been updated as requested.

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Chairman
## Appendix B

Balance at 1 September 2019  
\[ \text{£139,335.37} \]

Interest - September  
\[ \text{£24.06} \]

50% of precept  
\[ \text{£18,950.00} \]

\[ \text{£158,309.43} \]

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Balance at 30 September 2019  
\[ \text{£153,712.91} \]

Business Money Manager A/C  
\[ \text{£150,478.62} \]

Community A/C  
\[ \text{£3,234.29} \]

Chairman